



CHECKLIST:

Important Questions to Ask Your Suppliers

MANAGEMENT



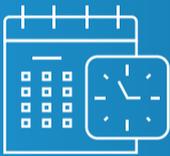
- What key actions have you taken at your facility in response to the coronavirus?
- Did you have a business continuity plan?
- What elements of that plan do you have the most/least confidence in?
- What are you communicating to your frontline workers?
- Are you currently laying off employees? Hiring?
- Are you seeking/have you sought financial assistance from the government or others?
- What information and feedback do you need from me?
- What is my business doing that complicates things for you?

CAPACITY



- What is your current capacity load? Are you up or down due to the coronavirus? (labor and machines and shifts)
- What is your available capacity in the coming weeks and months? (labor and machines and shifts)
- What impact has the coronavirus had on your employee attendance?
- What impact has it had on your facility and space requirements?
- What percent of your current work is my business?
- Do we need to discuss delivery of any of my upcoming business requirements?

SCHEDULING



- How are you measuring success of your current schedules with the virus outbreak?
- Who is involved in these reviews?
- How are you developing and adjusting your schedules?
- Are you currently on schedule?
- Are you busier or slower since the virus outbreak?
- Are you able to keep up with your current work?
- How much product did you produce last week versus the same time last year?
- How much material do you have in process for my business? What is its current status?
 - Shipping today?
 - Finished goods?
 - In post-production?
 - Early production?
 - Released?
 - Not started?
 - Raw material in-house?

PROCUREMENT



- What changes have you made with your key suppliers/subcontractors since the outbreak?
- How are their lead times?
- How is their capacity?
- Is any of your equipment located at any of your suppliers?
- What have they shared with you about their current business situation?

QUALITY



- How has your quality been impacted by the outbreak?
- What processes critical to product quality have been impacted?
- How are you continuing to verify product quality?
- Do you anticipate any changes to the certification, registration or other processes?
- Do you define specialized materials/components?
- Who supplies you with specialized materials/components?
- Have you had internal quality issues with my business that we can help with?